



BRP WM 01 Water Management Act Program

Instructions - Registration and/or Permit Transfer Form

Introduction

DEP's BRP WM01 Registration and/or Permit Transfer Form (the 'Transfer Form') is available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™.

Instructions files in Microsoft Word™ format provide guidance on how to prepare a Registration and/or Permit Transfer Form. The form in Microsoft Word™ format must be downloaded separately.

1. What is the purpose of this Registration and/or Permit Transfer Form?

The Transfer Form is an approval of a complete or partial transfer of the right to withdraw water that was provided through the issuance of a Water Management Act Program registration or permit. Statutory and regulatory authority for the registration or permit is stated at MGL Chapter 21G and at 310 CMR 36.00. Those with Water Management Act Program registrations and/or permits seeking to transfer water withdrawal rights must apply for DEP approval of the transfer at least 30 days before the transfer is to take place.

2. What other requirements should be considered when applying for this transfer of water withdrawal?

Some permit transfers will also constitute permit amendments. The BRP WM01 Transfer Form and BRP WM02 Amendment Application can be submitted concurrently. These instructions are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

3a. What is the application fee?

The application fee is \$175.00

3b. What is the Annual Compliance Fee?

The annual compliance fee is \$ 175.00.

Current annual compliance fees can be found on the DEP Website: www.mass.gov/dep/files/permits/fee.htm

4. What are the timelines for processing of the Form?

DEP is allowed thirty (30) days for a review of administrative completeness, and another sixty (60) days for a technical review. Should a second technical review be required, DEP is allowed an additional thirty (30) days. No public comment period is required for the Transfer Form.

5. How can I avoid the most common mistakes made in applying for this approval?

- a. Complete a DEP Transmittal Form and answer all questions provided in the Transfer Form and file both with DEP at least thirty (30) days before the effective date of the transfer.
- b. The Transmittal Form and fee must be sent to the address cited in (c) below and a copy of the Transmittal Form and Transfer Form must be sent to the Regional Office (d).
- c. Ensure that the holder of the registration and/or permit and the proposed recipient both sign a statement requesting the transfer or sign the appropriate lines in the Transfer Form.
- c. Submit the application fee and one copy of the DEP Transmittal Form to:

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

- d. Submit one copy of the DEP Transmittal Form and Transfer Form to the appropriate DEP Regional Office (see <http://www.mass.gov/dep/about/region/findyour.htm>) where the water withdrawal point(s) is located to the attention of the Water Management Act Program.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program

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Water Management Act Program Registration and/or Permit Transfer Form

Transmittal Number _____

A. Applicant Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Registration and/or Permit Holder:

Name _____

Title _____

Mailing Address _____

City _____

State _____

Zip Code _____

Telephone _____

Contact Person _____

Telephone _____

2. Registration and/or Permit Transferee

Name _____

Title _____

Mailing Address _____

City _____

State _____

Zip Code _____

Telephone _____

Contact Person _____

Telephone _____

B. Registration and/or Permit Information

	Registration and/or Permit #	Watershed	Volume(s) to be transferred (mgd*)
1. General Information	_____	_____	_____
	_____	_____	_____
2. For Cranberry Growers: Acreage to be transferred:			Acreage
	_____	_____	_____
	_____	_____	_____

* mgd = million gallons per day



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B. Registration and/or Permit Information (cont.)

3. Withdrawal point(s) to be transferred:

	Name of Source(s)	PWS ID# (if applicable)	Watershed	R and/or P #	Volume to be transferred (mgd)
a.	_____	_____	_____	_____	_____
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____
e.	_____	_____	_____	_____	_____
f.	_____	_____	_____	_____	_____
g.	_____	_____	_____	_____	_____

*A Permit Transfer application that amends these permit provisions also requires that a Permit Amendment application be filed. Contact DEP Water Management Act Program staff at appropriate Regional Office for more information.

4. Will there be a change of use?* ☐ Yes ☐ No If yes, please describe: _____
5. Will there be a change of discharge point?* ☐ Yes ☐ No If yes, please describe: _____
6. Will there be a change in the number of days each year that the withdrawal will be made?* ☐ Yes ☐ No If yes, please describe: _____
7. Give the date the transfer is to take place: _____ Date _____

C. Certification Statement

Note: If a letter of agreement, signed by both parties, stating the terms of the transfer has been forwarded to the Department or is included with this application, only one signature is required on the application.

I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to insure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Name of Registration and/or Permit holder

Position or Title

Signature of current holder

Date

Name of transferee

Position or Title

Signature of transferee

Date